

decision on the special use permit application for approval or denial.

***How long is the process after review is complete?***

The process requires a minimum of 3 months, assuming the Planning Commission and the Town Council do not table the case. Typical cases range from 3 to 5 months.

Key steps to the process are as follows:  
Posting of public hearing signs and notice sent to adjoining property owners, Planning Commission public hearing and review, internal staff review, and Town Council for action.

***Can I transfer the permit to another property?***

The permit can not be transferred to another property. The conditions imposed on a permit are based on the circumstances of the site. If one would like to conduct the use at a different location, a permit will need to be obtained.

***How long is the permit good for?***

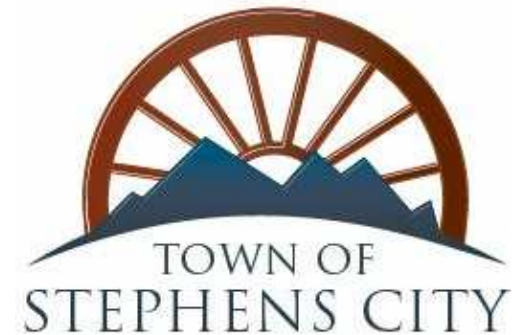
The Special Use Permit takes effect once it is approved by the Town Council. The permit will remain in effect as long as the use is being conducted. If the use does not commence within one year, or applicant or successor fail to comply with the conditions of the permit, it will be deemed void.

***Special Use Permit Application Review Team: (These agencies may be requested to provide a review and comments)***

- Town of Stephens City Planning:  
Town Planner:  
540-869-3087
- Town of Stephens City  
Consulting Engineer:  
540-336-0656
- Town of Stephens City  
Town Attorney:  
540-667-6400
- Stephens City Volunteer  
Fire Company 11  
540-869-4576
- Frederick County Planning Dept.:  
540-665-5651
- Frederick County Sanitation Authority  
540-868-1061
- Frederick County Health Dept.  
540-722-3480
- Frederick County Schools:  
540-667-5770
- VA Department of Transportation:  
Residency Administrator:  
Jerry Copp  
540-984-5600

***Town of Stephens City, Virginia***

Town Planner  
P.O. Box 250  
1033 Locust Street  
Phone: 540-869-3087



**SPECIAL USE  
PERMIT  
APPLICATION  
PROCESS**

## Special Use Permit Application Process

### *What is a Special Use Permit?*

A Special Use is a land use that is provided for in the Zoning Ordinance, but requires specific case-by-case approval by the Town Council. A Special use may be appropriate for a particular site, but only if the impacts of the use on the neighborhood can be mitigated.

### *When do I need a Special Use Permit?*

All properties in the Town are zoned to a particular zoning district. Each zoning district has uses that are permitted by-right, as well as uses that are special. If one wants to conduct a special use they must complete a Special Use Permit Application.

### *Should I set up a Pre-Application Meeting and How many meetings do I have to attend?*

It is recommended that the property owner contact the Town Planner to discuss the proposed use. The Town Planner will advise the property owner about the Special Use Permit process, the materials needed for submission, the fees involved, how the proposal will be evaluated, and answer any questions. The meeting is a good opportunity to discuss the project and flush out any issues that might be of concern to the Town or applicant, including: off-street parking, traffic, buffering/screening, hours of operations, noise, and other pertinent issues.

Generally, three meetings would be all that an applicant is required to attend. This would include a preliminary meeting to discuss your case with the planning department, the first public hearing with the Planning Commission, and the second public hearing with the Town Council. Occasionally, the Planning Commission may ask the applicant to come to the Planning Commission work session to further discuss specific

questions they may have with regard to your case. It is also possible, that the Town Council may make a similar request.

### *How do I apply for a Special Use Permit?*

Submit a complete Special Use Permit Application, along with agreed upon number of copies of the site plans, floor plan and elevations, a list of surrounding property owners,

disclosure of real interests, and fee to the Town of Stephens City, Virginia

If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit complete materials or resubmittal will be required.

### *What happens after the application is accepted?*

Once the application is deemed as com-

plete, the application may be sent to various departments and state agencies for comments. Once comments are received back, the Planning Staff will form a staff report. The Planning Staff will take the case to the Planning Commission for a working session and unto a Public Hearing at the following month's Planning Commission meeting. Prior to the Public Hearing, and will send out adjacent property owner notices. After their recommendation the case is forwarded to the Town Council for a Public Hearing. The Town Council will then make a final

